

THEODORE ROOSEVELT

PRESIDENTIAL LIBRARY

DEPUTY DIRECTOR

ABOUT THE THEODORE ROOSEVELT PRESIDENTIAL LIBRARY FOUNDATION

“Believe you can, and you’re halfway there.” -Theodore Roosevelt

Since 2014, the Theodore Roosevelt Presidential Library Foundation (TRPLF) has been planning and building a new, ambitious kind of presidential library and museum. Other presidential libraries tell the story of a single individual, but the Theodore Roosevelt Presidential Library (TRPL) – being built more than a century after T.R.’s death – will do more than preserve history. The TRPL will be a people’s library, bringing Roosevelt’s values and relentless spirit to life at a critical time in our nation and world, while simultaneously championing the stories of all who “dare greatly, think boldly, care deeply, and live passionately.”

The library is currently being constructed in Medora, North Dakota, with a milestone planned for July 4, 2026 – America’s 250th anniversary. Participants at the TRPL will learn from – not just about – Roosevelt’s story, being transformed in the same stunning Badlands that served as the fulcrum in T.R.’s incredible life story.

Guided by the pillar principles of leadership, citizenship, and conservation, the Foundation has partnered with innovative partners – like the award-winning architecture firm, Snøhetta, the exhibition and media design company, Local Projects, and the best-in-class story crafters, the Future of Storytelling – to build an institution like no other. With plans to be the most sustainable presidential library and campus ever, a revolutionary approach to interpretive design, and programming that will spread the library’s message into neighboring Theodore Roosevelt National Park and beyond across the globe, the opportunity to join a talented team in building and opening this institution is truly unique.

JOB POSTING – DEPUTY DIRECTOR

“Do what you can, with what you have, where you are.” -Theodore Roosevelt

TRPLF is looking for a dynamic, hands-on executive leader to manage the library’s operations. Our ideal candidate has strong knowledge of and experience with museum operations, cultural institutions, and non-profit governance and planning – and is eager to work hard at work worth doing. Our organization is growing, and we seek a qualified candidate to grow with us. This person will be responsible for architecting the staff and systems for the eventual day-to-day operations of the library. She or he will ensure a successful launch of the institution and build the long-term growth strategy for smooth and efficient operations.

TRPL's guiding pillars – leadership, citizenship, and conservation – have the potential to reach far beyond the experiences and exhibitions we provide in our physical library. Similarly, we believe that the right candidate can work from anywhere as we share what it means to be “Rooseveltian” in today's world.

As a key member of the TRPLF team reporting to the Chief Executive Officer, the Deputy Director is responsible for a broad range of activities related to institutional planning and resource management at TRPL. This person will work closely with the executive team to develop policies and procedures related to museum operations and will implement strategic planning to drive improvements across the organization. The Deputy Director will oversee all aspects of campus operations, including security, facilities, human resources, and earned revenue. This person will oversee the hiring and support of all staff and volunteers, provide training, and ensure that all who work for or with the TRPL are following the Foundation's policies and procedures.

The Deputy Director is responsible for the strategic development, direction, and implementation of business operations, financial policies and reporting, budgeting, planning, and facilities management. This person will also oversee human resources activities, including hiring, salary distribution, and performance management, and will direct the preparation of grant and contract proposals, working closely with Library staff and principal investigators in preparing proposal budgets and ensuring compliance.

The Deputy Director will work with the Chief Development Officer and Development team to determine fundraising needs and goals while overseeing the fiscal management of endowments, investments, and gift reporting. This person will partner with the Finance Chair of the Board (and other committee members as needed) and will serve as the primary contact representing the library in areas of facility, security, finance and planning, human resources, risk management, and all other business operation ventures.

While TRPLF intends to hire facility and technology operations managers in the future to manage systems like ticketing, points of sale, and security, both of these roles could be handled by consultants in the near term. While the TRPL is several years from opening to the public, we are seeking someone who can begin thinking *now* about *running* the library. The Deputy Director needs to engage in higher-level thinking to create policies that will inform procedures and the building program.

This role has high growth potential. The most successful candidate will be one who wants to build a cultural institution from the ground up. This person should bring their knowledge of the industry and be willing to break the mold.

The right candidate has the knowledge, skills, and mindset to join a leadership team that strives to work from abundance rather than scarcity. This person will understand that as TRPLF evolves, there must be room for iteration and innovation. We will collaborate, experiment, fail, and try again – and, in doing so, find better ways to engage the greater TRPL community with our heads, hands, and hearts.

The Deputy Director will be detail-oriented, yet always keep our big-picture mission in mind. This person will assess operational functions, priorities, and processes to ensure efficiencies and excellence – and provide TRPLF leadership with thoughtful, well-researched guidance to shape operational strategy in support of the library's mission and goals. We seek a candidate who is ready to join us “in the arena” – and work hand in hand with the rest of the team to create an institution and platform worthy of Theodore Roosevelt's legacy.

Specific qualifications include:

- A master's degree in business administration, another advanced degree, or equivalent work experience.
- At least 7 years of senior-level operations experience in a complex and evolving non-profit organization or similar cultural institution.
- Strong analytical, planning, management, and communication skills to facilitate collaboration among the TRPLF team and board, as well as with external investors, donors, partners, and other key stakeholders.
- Experience working with cross-functional teams, plus the skills and experience to motivate and direct a diverse group of staff with tact and diplomacy.
- Strong support for the TRPL mission and an embrace of the TRPL values
- The ability to work with a diverse group of people representing the full spectrum of backgrounds, experiences, and political beliefs.
- Demonstrated leadership, motivational, management, entrepreneurial, planning, and problem-solving skills. The candidate should be able to prioritize and manage multiple projects simultaneously.
- The ability to step outside of day-to-day operations to address and speak to the TRPL's mission, vision, values, and pillar principles.

Job responsibilities include:

- Manage the TRPL's day-to-day operations, following best practices and standards to plan, direct, and administer all programs and activities both on and off campus.
- Lead the TRPL's cross-functional operational teams, including human resources, facility management, merchandising operations, special events, reporting, risk management, budgeting, visitor services and relations, and volunteer efforts to ensure activities align with the organization's greater mission and pillar principles.
- Develop and implement operational strategies to support TRPL's strategic goals.
- Institute rigorous, best-in-class practices and processes, with built-in accountability, to ensure smooth back-of-house operations for an evolving organization.
- Develop and monitor departmental budgets, contracts, agreements, and other administrative documents.
- Direct the preparation of grant and contract proposals.
- Plan, organize, direct, and supervise operational staff in support of the library's activities, exhibitions, and programs, as well as oversee volunteer functions and training.
- Coordinate legal oversight across operational departments and employment issues with human resources, the Chief Financial Officer, and TRPLF counsel.
- Communicate with the TRPLF team and other key stakeholders about pertinent operational matters and provide counsel for decisions that may affect TRPL finances, management, organizational structure, or mission.
- Work closely with the TRPLF team to determine fundraising needs and goals while overseeing the fiscal management of endowments, investments, and gifts.

BENEFITS

Full benefits include 403(b), medical insurance, dental insurance, vision insurance, life insurance, short-term and long-term disability, as well as 20 days of paid time off and 10 days of holidays. Salary ranges between \$285,000 - \$335,000 depending upon experience.

EEO STATEMENT

TRPLF is committed to creating a diverse, equitable, and inclusive environment. TRPL does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law as a provision of employment opportunities and benefits.

INTERESTED?

Please send a cover letter and résumé to jobs@trlibrary.com, Required subject line designation: Deputy Director. No phone calls, please. Only those candidates selected for an interview will be contacted.